PHILIP MORRIS, U.S.A. **INTEROFFICE CORRESPONDENCE**

120 PARK AVENUE, NEW YORK, N.Y. 10017

DATE: December 17, 1993

TO: Distribution
FROM: Mary Pottorff MP
SUBJECT: WorkPlace Smoking

Since August we have been working with KGF HR, legal and particularly Ned Butera, Director of Westchester Facilities. Because a complaint about smoking had been filed by one (or more) of their employees with the county Health Department, it was recommended that a conservative interpretation be taken. We wanted their revised policy to reflect the spirit of the PM Corporate guideline, meet their facilities specific building design, and work processes and comply with applicable state law to the satisfaction of the county Health inspector.

With the help of Clare Purcell, Denise Keane and Sharon Portnoy, I believe we have been successful.

P.S. This policy has been in place a week with very few problems.

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